



Use this form as a guide for completing the hiring paperwork for new employees and current employees changing classifications. This form does not need to be submitted to the Civil Service Commission.

Pre-Hire Checklist

Employee Name: _____

Employee SSN: _____

Interview Date: _____

New Classification Title: _____

Drug Screening:	<input type="checkbox"/> Yes (New employee; break in service; layoff) <input type="checkbox"/> No (Current employee (no break in service); Temporary hire)
Background Check:	<input type="checkbox"/> Yes (New hire (including part-time & seasonal); changing classification; layoff) <input type="checkbox"/> No (Temporary appointment; under 18 years of age; elected official)
Effective Date of Hire:	(Paperwork must be received at least two (2) business days prior to the effective date.)
Probationary Period: (If reinstatement, contact Civil Service for probationary period)	<div style="display: flex; justify-content: space-between;"> <div> Full-time: <input type="checkbox"/> 180 days = ending date of _____ <input type="checkbox"/> 270 days = ending date of _____ <input type="checkbox"/> 365 days = ending date of _____ </div> <div> Part-time: <input type="checkbox"/> 1028.40 hours <input type="checkbox"/> 1542.80 hours <input type="checkbox"/> 2085.60 hours </div> </div>
Appointment Type:	<input type="checkbox"/> Elected (L) (No probation) <input type="checkbox"/> Noncompetitive/Qualifying Noncomp (W) <input type="checkbox"/> Promotional (M) <input type="checkbox"/> Temporary (<input type="checkbox"/> O/ <input type="checkbox"/> W) (No probation) <input type="checkbox"/> Original (O) <input type="checkbox"/> Unclassified (U) (No probation) <input type="checkbox"/> Provisional (P)
Employment Type:	<input type="checkbox"/> Full-time FTR or FTL(12 months or more) <input type="checkbox"/> Part-time FTL (fewer than 52 weeks), FTS (fewer than 52 weeks), PTR, PTL, PTS <input type="checkbox"/> Limited Employment Form (required for limited and temporary appointments)
I-9 Needed?	<input type="checkbox"/> Yes (New employee, no prior City service) (Copy employee's driver's license and Social Security Card or other appropriate documentation) <input type="checkbox"/> No (Current City employee)
DMA Form Needed? Declaration Regarding Material Assistance/Non-Assistance to a Terrorist Organization	<input type="checkbox"/> Yes (New employee; break in service; layoff – show employee a copy of the current Terrorist Exclusion List) <input type="checkbox"/> No (Current City employee)
MCP or CMAGE/CWA Appointment Pay Rate Worksheet Needed?	<input type="checkbox"/> Yes MCP worksheet required for MCP appointments, including part-time (less than 20 hrs./week). CMAGE/CWA worksheet required for all CMAGE/CWA appointments (D & E). <input type="checkbox"/> No
Does the employee have a relative currently employed by the City?	<input type="checkbox"/> Yes P20 must be signed, personally , by the appointing authority for any full-time appointments. <input type="checkbox"/> No

Pre-Employment Forms Checklist: (Forms to be submitted to CSC no later than two (2) business days prior to the effective date.)

New	<input type="checkbox"/> Drug Screening	<input type="checkbox"/> Background Check	<input type="checkbox"/> PP01/PP20	<input type="checkbox"/> New Position Overview Packet	<input type="checkbox"/> I-9	<input type="checkbox"/> DMA
Current		<input type="checkbox"/> Background Check	<input type="checkbox"/> PP01/PP20	<input type="checkbox"/> New Position Overview Packet		
Temporary			<input type="checkbox"/> PP01/PP20	<input type="checkbox"/> New Position Overview Packet	<input type="checkbox"/> I-9	<input type="checkbox"/> DMA